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21 APR 1972

PPB 72-0449

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Support
Deputy Director for Science and Technology

SUBJECT : Information Processing Board

1. Background

As you know, the Director has approved a reconstituted Information Processing Board following our recent deliberations with him on information processing matters. He has also directed the Executive Director-Comptroller to supervise and coordinate ADP policy, planning, coordination, and the uses to which information processing resources are applied. In his most recent discussion of ADP in the Agency, he stressed that we not be captured or driven by technological possibilities, but that we ensure that technology is utilized as a servant of substantive needs.

2. Membership

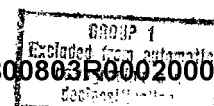
Since what is needed is management policy and control in the context of available resources and priorities, the Information Processing Board is to be constituted at the level of the Assistant Deputy Director or near equivalent officer from each Directorate, although I leave the selection of Board Members to your judgment. The Director agreed with the principle that we were not seeking ADP technicians as Board Members, though they should of course be available to each Board Member for technical advice and support. Mr. Briggs, D/PPB, will serve as Chairman of the Board.

3. Technical Advisors to the Board

The Board will require technical advice in both the computing and communications areas. To meet this need, the Director of Computer Services is appointed Technical Advisor for computing matters and the Director of Communications is appointed Technical Advisor for communications matters.

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4. Tasking

I will look to the Information Processing Board for recommendations on the goals, problems, and potential solutions to problems relating to information processing. There are many areas of concern with which I expect the Board will deal: e.g., community-wide systems for information exchange, controls over the tasking of Agency computer centers, plans for processing changes required by new technical collection systems, possible future support by computers to field stations, upgrading of both human and technical capabilities, organizational adjustments, and so forth.

In the near-term, I would like the Board to proceed with the following tasks, the first two recently approved by the Director:

a. Cable-Linking ADP Centers

Prepare a plan to cable-link the CRS, OCS, and ISD computer centers for work-sharing and mutual backup. (The attached memorandum from Chairman/IPB to Directorate IP Coordinators suggests a vehicle for developing a plan.)

b. Standards

Define common procedural standards for the Agency's information processing activities, to include precedence of work, categories of work (e.g., analysis, retrieval, storage, etc.), techniques for allocating the costs of information processing to using units for management review or budget allocation, etc. (Attached memorandum also addresses this task.)

c. Requirements Measurement

Develop procedures for judging the comparative needs and values of current and proposed new applications of computers.

5. I would like to see the new Board activated at an early date. I would appreciate having your nominations for Board Members by 1 May 1972.

/s/ W. E. Colby

W. E. Colby

Executive Director-Comptroller

Attachment

OPPB/IPS Rewritten: WEC:sfc

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